

26 March 1947

MEMORANDUM FOR FBIS DIVISION CHIEFS:

Subject: Special Reports Division

1. Pursuant to authority contained in memorandum to the Assistant Director for Operations from the Advisor for Management, ICAPS, dated 14 February 1947, there is established within FBIS effective this date a Special Reports Division.

2. The function of the Special Reports Division is to provide an analysis service for the large volume of broadcast material collected daily. The analysis will be factual. It will not be interpretive.

3. The service will include:

- (a) Preparation of resumes and summaries.
- (b) Condensations.
- (c) Compilation of extracts along selected topical lines.
- (d) Comparison of propaganda lines either periodically or countrywise.

4. Tentative organization is as follows:

1 Acting Chief
4 Analysts
2 Clerk-Stenographers

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No Change in Class. ☐

☐ Declassified

Class. Changed to: TS S 89

Next Review Date: _____

Auth.: MR 70-3

Date: 18 May 70 By: _____

ORIGINAL CL BY _____
☐ DECL ☒ REVW ON 89
EXT SYND & YRS BY same
_____ 30(3)

CHIEF, FBIS

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